COMMITTEE ON COURSES OF INSTRUCTION
Eileen Grady, PhD, Chair

MINUTES
Meeting of October 6, 2005

PRESENT:  E. Grady (Chair), D. Kishi (Vice-Chair), D. Carlson, H. Kirsch, A. Lloyd, L. Mackin, C. Vaisse, A. Teherani

ABSENT:  T. Hunt, A. Alkon, M. Peterlin

GUEST:  Jina Shamim, Associate Registrar, Office of Admissions and the Registrar

The meeting of the Committee on Courses of Instruction (COCOI) was called to order by Chair Grady on October 6, 2005 at 2:05 PM in Room S-118. A quorum was present.

Approval of the Minutes
The minutes of the July 28, 2005 and August 1, 2005 meetings were approved.

Chair’s Report
Chair Grady led the Committee in a brief review of the Annual Report. The Annual Report and all of the attachments are available on the COCOI webpage at http://www.ucsf.edu/senate/0-committee/e-coi.html.

2005-2006 Committee on Courses of Instruction Orientation
Chair Grady and the Senate Analyst, summarily reviewed the orientation packets provided by the Office of the Academic Senate. The information contained in the packets was intended to provide the COCOI with an overview of the Academic Senate and the COCOI’s role therein.

Chair Grady provided an in depth overview of the review process that is conducted for each course form. This year a new course review process is being implemented. Only the comments that are recorded on the course evaluation form will be forwarded to the course form preparers for review. Once the courses have undergone the full review of the COCOI, approved courses can be found in the online UCSF Course Catalog which is available at http://student.ucsf.edu/gencat/ucsfcat.html.

Appointment of 2005-2006 Subcommittees
Oversight of Ongoing Courses
Chair Grady appointed the Oversight of Ongoing Courses subcommittee. This subcommittee is charged with determining a process that the Committee on Courses of Instruction can implement that will require each school to review the courses that are being offered with the Course Catalog to ensure that the course offerings are up to date. Other concerns that will be reviewed by the subcommittee include 1. What will happen to outdated courses once they are identified 2. How older courses will be deleted from the system. 3.
How will the schools interact with the Registrar’s Office to ensure that the process runs smoothly. Vice Chair Kishi will serve as the Chair of the subcommittee. L. Mackin, M. Peterlin, D. Carlson, and A. Teherani will serve as members. Chair Grady would like for the committee to meet once and report back to the full committee at the March 2, 2006 general COCOI meeting.

Development of Online Course Submission Processes
Chair Grady appointed the Online Course Submission subcommittee. Chair Grady would like to propose an online course submission process that can be implemented campus wide. The subcommittee will be charged with reviewing potential processes for the submission of course forms online. D. Carlson will contact the Registrar from UC Santa Barbara to get information about the system they currently use. The Senate Analyst will provide the PowerPoint presentation that she received from the UC San Diego Committee on Educational Policy and Committee on Courses of Instruction Division wide Analyst meeting outlining the online process being used at that campus. Chair Grady will contact T. Hunt and ask him to serve as the Chair of the subcommittee. A. Alkon, H. Kirsch, A. Lloyd, C. Vaisse and D. Carlson will serve as members. Chair Grady would like for the committee to meet once and report back to the full committee at the March 2, 2006 general COCOI meeting.

Creation of Proposal Regarding the Demarcation of Responsibilities Between the Office of the Academic Senate and the Office of Admissions and the Registrar
At the request of Chair Greenspan, Chair Grady will work on drafting a proposal outlining the demarcation of responsibilities between the Office of the Academic Senate and the Office of Admissions and the Registrar as of 2004-2005. A draft proposal will be presented to the COCOI at the November 3, 2005 meeting for consideration.

Discussion on Unit Calculation Policy and Request to Modify Course Forms
Representatives from the School of Nursing questioned whether the unit calculation policy that is currently being used to review courses is being applied on a standard basis across the Schools. In the past, confusion has arisen because each of the four schools may or may not define the course requirements of particular course titles differently. In light of this question, the COCOI feels that it is time to make a definitive decision regarding whether each school will be allowed to retain the culture of teaching within their school and the course requirements required therein or whether a standard would be generated that each school would be required to follow.

After a brief discussion on the implications that such standardization may have, the committee decided that because each School’s accreditation process required different curriculums, the committee would continue to evaluate the forms based on each school’s particular standards. The Committee will work to generate standard “COCOI Definitions” of the course titles based on the definitions used by each of the schools that can be used as a reference tool by the Committee and people who are responsible for preparing the forms. The Senate Analyst will contact the ex-officio from each of the Schools to ask for the “foundational” definitions that will be used as the basis of the “COCOI Definitions”. This issue will be considered at a later meeting date.
Old Business

Presentation of Proposed Teaching Title Variance

Currently, the Academic Senate’s system wide regulations do not explicitly authorize clinical professors to teach courses in the University of California system unless they are individually authorized to do so. The Senate Analyst contacted a representative from the system wide Academic Senate Office to find out the steps necessary to request a variance to the system wide bylaw that will include Clinical Professors in the approved teaching titles. Currently, the process for requesting amendments to the system wide bylaws are governed by Bylaw 80(D) (available at: http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl80). The system wide representative advised that according to this Bylaw the steps that need to be taken are as follows:

1. Write the requested variance. Examples of variances that have been approved by the Assembly at the request of other UC's are available at: http://www.universityofcalifornia.edu/senate/manual/appendix3.html
2. Write a justification in support of the variance.
3. Submit the variance and the justification to the following Academic Senate bodies:

   a. UCSF Rules and Jurisdiction Committee
   b. UCSF Division for vote
   c. UC Rules and Jurisdiction
   d. UC Academic Council for comment
   e. Assembly for vote

Chair Grady and D.Carlson worked together to revise the original draft of the proposed teaching title variance and its justification to reflect the new teaching titles that are being used by the University (Attachment 1). After a brief discussion, the committee voted unanimously to submit the revised variance to the Committee on Rules and Jurisdiction.

Meeting adjourned at 3:45pm.

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1 Regulations of the Academic Senate, Title III § 750 A, B reads in pertinent part as follows:
   A. Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate.
   B. Professors, professors in residence, professors of clinical ____ (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74)
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X = RSVP Attendance, EXS = RSVP Absence, ABS= Absent, no RSVP

Senate Staff:
Janelle Green
476-1308
jgreen@senate.ucsf.edu
www.ucsf.edu/senate